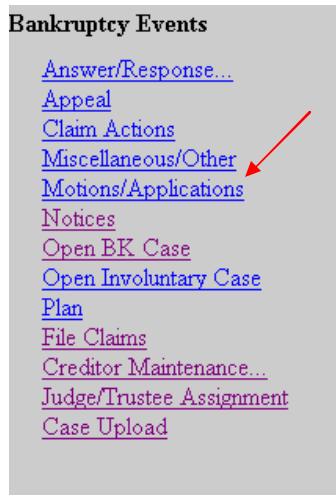


## Application to Pay Filing Fees in Installments

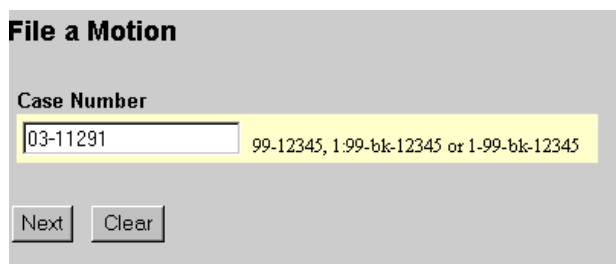
1. Click on **Bankruptcy** on the CM/ECF Main Menu Bar.



2. Under Bankruptcy Events locate and click on **Motions/Applications**.



3. Enter case number.

A screenshot of the 'File a Motion' form. The form has a title 'File a Motion' and a section 'Case Number'. Below this section is a text input field containing '03-11291'. To the right of the input field is a hint text: '99-12345, 1:99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

4. Click on **Next** button.
5. Press the “P” key and/or scroll down and click on the appropriate docket entry **Pay Filing Fees in Installments**.

**File a Motion**

[03-11291-DLR Lisa Minellio](#)

Modify Plan
Moratorium
More Definite Statement
Motion Authorizing Filing
Objection to Debtor's Claim of Exemptions
Pay
<b>Pay Filing Fee in Installments</b>
Payment of Unclaimed Funds

6. Click on the **Next** button.
7. If this is being filed jointly with another attorney, click on the checkbox and proceed to add that attorney to the filing. If not, click on **Next**.

**File a Motion:**

[03-11291-DLR Lisa Minellio](#)

☐ Joint filing with other attorney(s).

8. Click on the **Next** button.
9. Select the appropriate party(s) in the “Select the Party” box.

**File a Motion:**

[03-11291-DLR Lisa Minellio](#)

Select the Party:

<b>Minellio, Lisa [Debtor]</b>
Office of the United States Trustee, [U.S. Trustee]
Walsh, Karen Carden [Trustee]

[Add/Create New Party](#)


10. Click on the **Next** button.
11. Selecting the PDF document:

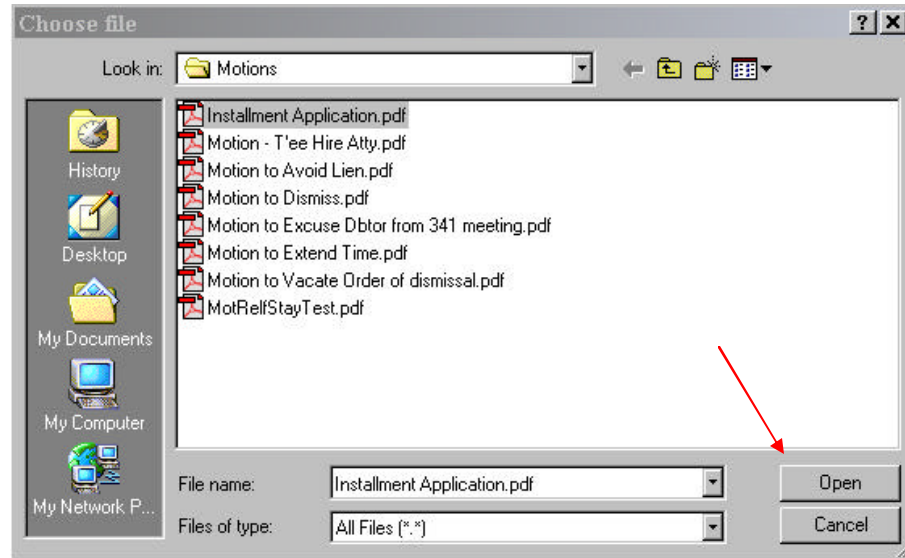
**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

12. Browse to the appropriate drive and folder.
13. Locate the appropriate document and right click.
14. Left click on **Open**.
15. View the document to ensure this is the proper pleading.
16. Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.  

17. Left click on the **Open** button in the Browse dialog box.  
If needed, minimize Adobe Acrobat to see the Browse dialog.



18. Select “No” or “Yes” on the **Attachments to Document** radio button – default is “No”.

**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

19. Click on **Next**.

20. Screen will display Installment due dates. Insert the payment due dates in the appropriate boxes. In the event that all 4 dates are not used, please insert the final payment in the Final box Enter in the Notice of Opportunity deadline. Click on the **Next** button.

**File a Motion:**  
[04-10479-TLM Charles Raymond Norton](#)

Enter date first payment is due:

Enter date second payment is due:

Enter date third payment is due:

Enter date fourth payment is due:

If motion is filed with notice of opportunity of hearing please type the number of days in the text box. If not, leave blank.

21. Click on the box by the Certificate of Service and/or Corporate Affiliate Disclosure information (if applicable). Click on the **Next** button.

**File a Motion:**  
[04-10479-TLM Charles Raymond Norton](#)

*If your pleading contains any of the following, please check.*


☒ Certificate of Service  
☒ Corporate Affiliate Disclosure

22. Click on the **Next** button, you do not want to refer to any existing event.

**File a Motion:**  
[04-10479-TLM Charles Raymond Norton](#)

☐ Refer to existing event(s)?

23. Click on the **Next** button.

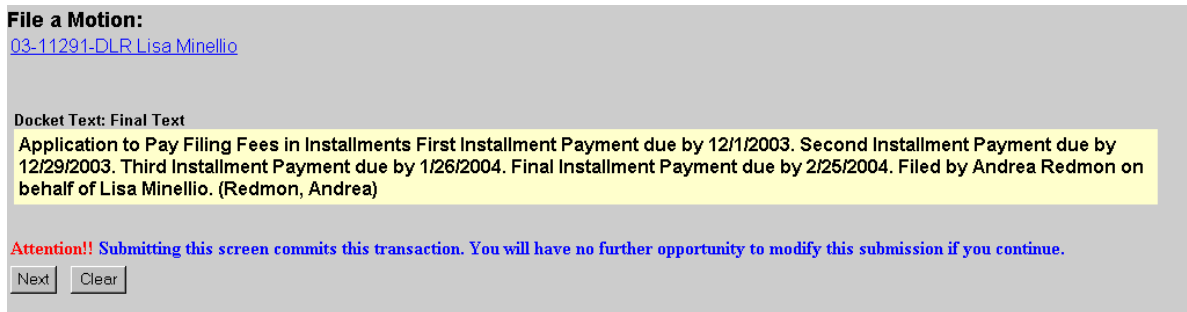


**File a Motion:**  
[03-10350-DLR Ethel Mertz](#)

24. Review your docket text. This will be the final opportunity you have to make corrections, **so be careful**.
- a. If you need to make corrections click on the **Back** button located at the top of the screen or start over by clicking on **Bankruptcy** in your main menu bar.



- b. If you don't need to make corrections, click on **Next**.



**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

Docket Text: Final Text

Application to Pay Filing Fees in Installments First Installment Payment due by 12/1/2003. Second Installment Payment due by 12/29/2003. Third Installment Payment due by 1/26/2004. Final Installment Payment due by 2/25/2004. Filed by Andrea Redmon on behalf of Lisa Minellio. (Redmon, Andrea)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

25. Click on the **Next** button.

26. Receipt of Filing Screen is displayed.

**File a Motion:**  
[03-11291-DLR Lisa Minklo](#)

U.S. Bankruptcy Court [TRAIN]  
Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Redmon, Andrea entered on 10/28/2003 at 4:45 PM CST and filed on 10/28/2003

Case Name: Lisa Minklo  
Case Number: [03-11291-DLR](#)  
Document Number: [3](#)

**Docket Text:**  
Application to Pay Filing Fees in Installments First Installment Payment due by 12/1/2003. Second Installment Payment due by 12/29/2003. Third Installment Payment due by 1/26/2004. Final Installment Payment due by 2/25/2004. Filed by Andrea Redmon on behalf of Lisa Minklo (Redmon, Andrea)

The following document(s) are associated with this transaction:

**Document description:**Man Document  
**Original filename:**F:\Intracourt\CMECF\Text Pleadings\Motion\Installment Application.pdf  
**Electronic document Stamp:**  
[STAMP takenStamp\_ID=1052166465 [Date=10/28/2003] [FileNumber=16785-0]  
[2640a045a1447570b9ed0059c083f2b4a8339a9cc390e0871c59b7d4c390925ebd  
863125e960c0c3374bbebd0696dc78553355bdc1a1903b34c4400095cc701]]

03-11291-DLR Notice will be electronically mailed to:

03-11291-DLR Notice will not be electronically mailed to: